

RECORD OF TRAINING (REQUIRED ANNUALLY)

EMPLOYEE NAME: John Higgins

Designate the means used to verify that the employee understood the training. Put a check in the appropriate column/s below:

#1=Discussion; where employee showed knowledge of training

#2=Employee demonstrated procedure (hands on)

#3=Written test

"ALL" = ALL JONES BRANCH EMPLOYEES

		MONTH DUE	DATE HELD	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE	Column 1	Column 2	Column 3
ALL	Hazard Communication (ST) including MSDS	JAN	1/14/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	X
ALL	Contingency Plan	FEB	2/4/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Personal Protective Equipment & Respiratory Protection Policy (S)	MAR	3/10/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	Process Safety Management (S)(ST)	MAR	3/10/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Safety Shoe Policy (S)	APR	4/7/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Smoking Policy (S)	APR	4/7/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Hazard Reporting Procedures (S)	MAY	5/3/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	Fire Prevention/Equipment/Use of Fire Extinguishers (S)	JUN	6/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	X
ALL	First Aid Training(S)	JUL	7/14/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	General Safety Rules (S)	AUG	8/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Plant Safety Rules (S)	AUG	8/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Visitors Policy & Visitor's Safety Rules (S)	AUG	8/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Spill, Leak or Release Guidelines (E)	SEPT	9/13/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	Operation of Emergency Eyewash & Safety Shower (S)	OCT	10/8/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	Off-The-Job Safety (S)	NOV	11/2/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Back Injury Prevention (S)	NOV	11/2/04	<i>John Higgins</i>	<i>John Higgins</i>	X	X	
ALL	Security Plan Training (SEC)	NOV	11/2/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Good Housekeeping (S)	DEC	12/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X		
ALL	Electrical Safety (S)	DEC	12/11/04	<i>John Higgins</i>	<i>John Higgins</i>	X		

"L" = LAB/CHEMICAL TESTING EMPLOYEES:

L	Chemical Hygiene Plan (LS)	FEB						
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"O" = OFFICE STAFF:

		MONTH DUE	DATE HELD	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE	Discussion Column 1	Demonstrate Column 2	Test Column 3
O	Bomb Threat Procedures	APR						
O	Office Safety (S)	APR						

"S" = SALES, "ER" = EMERGENCY RESPONSE

S	Customer Site Assessment (S)	JUN						
S-ER	Chlorine Safety Training Seminar	JUN						

"D" = DRIVERS, "P" = PLANT, "M" = MAINTENANCE, "ER" = EMERGENCY RESPONSE:

D	Drivers' Rules and Regulations (T)	JAN	1/14/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X logbook	
D	Pre-Trip Inspection of Vehicle; Daily Logs	FEB	2/4/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D	SOP for Loading /Unloading Tank Truck (P) Acid <i>N/A</i>	MAR	3/10/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>			
	Bleach	MAR	3/10/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
	Caustic Soda	MAR	3/10/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D	SOP for all Paperwork (T)	APR	4/7/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D-P-M	Forklift Training Program (ST)	MAY	5/3/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D	SOP for Operating Boom Trailers	JUN	6/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D	SOP for Cargo Tank Inspection/Retest (T)	JUL	7/14/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D	Emergency Kit Training: Kit "A" - Cylinders	AUG	8/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
	Kit "B" - Ton Containers	AUG	8/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
	Kit "C" - Tank Car <i>N/A</i>	AUG	8/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>			
D-P-M	Machine & Equipment Lockout/Tagout (ST)	SEPT	9/13/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	
D-P-M	Material Handling Training (ST)	OCT	10/8/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X		
D	Security Plan - DOT Specific (SEC)	NOV	11/2/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X		
D-P-M-ER	Respiratory Equipment Training (S)(ST)	DEC	12/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X		
	Escape Respirator	DEC	12/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	X
	Half & Full-Face Respirator; incl. fit testing	DEC	12/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	X
	SCBA; incl. fit testing	DEC	12/11/04	<i>John M. Hagg</i>	<i>John M. Hagg</i>	X	X	X

"P" = PLANT, "M" = MAINTENANCE

		MONTH DUE	DATE HELD	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE	Discussion Column 1	Demonstrate Column 2	Test Column 3
P	SOP For Daily Scale Check (P)	JAN						
P	SOP for Requalifying Rejected Cylinders (P)	FEB						
P	SOP for Processing Cyl./Ton Containers (P)	MAR						
	Chlorine	MAR						
	Sulfur Dioxide	MAR						
	Anhydrous Ammonia	MAR						
P	SOP for Hydrostatic Testing	APR						
P - M	Mitigation Systems Training (S)	APR						
P	SOP for Reconditioning Chlorine Valve (P)	MAY						
P	SOP for Filling Storage Tanks: all products (P)	JUN						
P	SOP for Manufacture of:	JUL						
	Sodium Hypochlorite (P)	JUL						
	Aqua Ammonia (P)	JUL						
	Sodium Bisulfite (P)	JUL						
P	SOP for Loading/Unloading Tank Trucks (P)	AUG						
	Acids	AUG						
	Bleach	AUG						
	Caustic Soda	AUG						
	Chlorine	AUG						
	Other (Product:)	AUG						
P	Emergency Plant Shut Down (Power Failure)	SEPT						
P	SOP for Filling Drums & Carboys (P)	OCT						
	Acids	OCT						
	Bleach	OCT						
	Caustic Soda	OCT						
	Aqua Ammonia	OCT						
	Sodium Bisulfite	OCT						
P	SOP for Fuseplug Drill-Out Device cylinders & tons (P)	NOV						
M - P	Machine Guards (S)	NOV						
P	SOP for Railcar Receiving & Release (P)	DEC						

		MONTH DUE	DATE HELD	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE	Discussion Column 1	Demonstrate Column 2	Test Column 3
P	SOP for Railcar/Tank Truck Connection, Discharge & Disconnection (P)	DEC						
	Chlorine	DEC						
	Anhydrous Ammonia	DEC						
	Sulfur Dioxide	DEC						
	Caustic Soda	DEC						
	Acids	DEC						

"M" = MAINTENANCE:

M	Confined Space Entry (S, M)	JAN						
M	Electric Arc Welding (S)	MAR						
M	Oxy-Acetylene Torch Equipment (S)	MAR						
M	Ladders (S)	MAY						
M	Line Breaking Permits (M)	JUL						
M	SOP for Maintenance of Equipment (M)	SEP						
M	Mechanical Integrity Program	NOV						

"ENS" = ELEMENTARY NEUTRALIZATION SYSTEM**OPERATORS, "ER" = EMERGENCY RESPONSE:**

ENS	Elementary Neutralization System: Operations/Limitations (E)	JAN						
ENS	Chemical Compatibility (E)	FEB						
ENS	Chemical Hygiene Plan (LS)	MAR						
ENS-ER	Hazardous Waste Operation (ST)	APR						
ENS-ER	Decontamination (ST)	MAY						

		MONTH DUE	DATE HELD	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE	Discussion Column 1	Demonstrate Column 2	Test Column 3
"ER" = EMERGENCY RESPONDERS:								
ER	Basic Chemistry	JUN						
ER	DOT's Emergency Response Guidebook	JUL						
ER	Knowledge of Local Emergency Response Plan	AUG						
ER	Knowledge of State Emergency Response Plan	AUG						
ER	Knowledge of JCI Medical Surveillance Program	AUG						
ER	Chlorine Training (ST)	SEPT						
	"A" Kit	SEPT						
	"B" Kit	SEPT						
	"C" Kit	SEPT						
	Additional Equipment Training	SEPT						
	Drills (including Critiques):	SEPT						
	CHLOREP Training (CHLOREP Handbook)	SEPT						
ER	Sulfur Dioxide Training	SEPT						
	Basic Information (ST)	SEPT						
	"A" Kit	SEPT						
	"B" Kit	SEPT						
	"C" Kit	SEPT						
	Additional Equipment Training	SEPT						
	Drills (including Critiques):	SEPT						
ER	Oxidizers/Ammonia/Acids/Caustics Training	OCT						
	Basic Information (ST)	OCT						
	Drills (including Critiques):	OCT						
	Totally encapsulated suits	OCT						
	Salvage Drums	OCT						
ER	Overchlorinated vat response	NOV						
ER	Plug & Patch Kit	DEC						

EMERGENCY RESPONSE PERSONNEL MUST RECEIVE 24 HOURS OF TRAINING INITIALLY AND 8 HOURS OF REFRESHER TRAINING ANNUALLY THEREAFTER

Refer to the following Manual Key: S=Safety, ST= Safety Training, LS= Lab Safety, T=Transportation, E=Environmental, P=Production, SEC=Security

SECURITY TRAINING

[illegible]

RECORD OF TRAINING

"HAZMAT EMPLOYEE"

as defined by 49 CFR 171.8

EMPLOYEE:

John Higgins

Page 1 Of 1

KEY	TRAINING	DATE	EMPLOYEE'S SIGNATURE	TRAINER'S SIGNATURE
This document summarizes training that may have been done to fulfill other training requirements. Training must be conducted every 2 years..				
A	Hazard Communication Program (Safety Manual - Includes Quiz)	1/14/04	<u>John Higgins</u>	<u>John Higgins</u>
A	MSDS (Safety Manual)	1/14/04	<u>John Higgins</u>	<u>John Higgins</u>
A	Personal Protective Equipment (Safety Manual)	3/10/04	<u>John Higgins</u>	<u>John Higgins</u>
P	Container Requalification (Production Manual)			
A	General and Plant Safety Rules (Safety Manual)	4/7/04	<u>John Higgins</u>	<u>John Higgins</u>
A	Contingency Plan (Contingency Plan Manual and Safety Training Manual - Includes Quiz)	2/4/04	<u>John Higgins</u>	<u>John Higgins</u>
A	Spill Leak Guidelines (Environmental Manual)	9/13/04	<u>John Higgins</u>	<u>John Higgins</u>
A	Evacuation Plan (Branch Contingency Plan)	2/4/04	<u>John Higgins</u>	<u>John Higgins</u>
A	Transporting Hazardous Materials (Transportation Manual Ch. XIII)	10/8/04	<u>John Higgins</u>	<u>John Higgins</u>
PD	Material Handling Program (Safety Training Manual)	10/8/04	<u>John Higgins</u>	<u>John Higgins</u>
P	Railroad Operations (Production Manual)			
PD	Loading/Unloading Tankers, Tank Cars, Trailers (Production Manual)	3/10/04	<u>John Higgins</u>	<u>John Higgins</u>
P	Container Filling (Production Manual)			
D	Cargo Tank Inspection/Retest (Transportation Manual)	7/14/04	<u>John Higgins</u>	<u>John Higgins</u>

EMPLOYER CERTIFICATION

I Scott Donahue certify that John Higgins has been trained
Branch Manager Hazmat Employee

and tested in accordance with the requirements of 49 CFR 172.704.

KEY: A - ALL
O - OFFICE

P - PRODUCTION/YARD
D - DRIVER

Indicate employee position by
circling

TRAINER:

Name John Higgins

Address 1919 Marine View Dr
Tacoma, WA 98422